



WORKFLOW FOR UPLOADING DIGITAL STORY VIDEOS TO PANOPTO

1. Create an external learning tool for Panopto. See [Instructor Access to Panopto in D2L](#) for instructions.
2. Create an assignment folder for your course on D2L. See [Assigning Video Projects to Students](#) for instructions.
3. Have your students upload their videos into the assignment folder using the external learning tool. See [How to Upload a Video Assignment to Panopto](#) for instructions.
4. Have your students insert automatic captions to their videos. After inserting captions, please remind them to check and fix any mistakes. See [How to Caption Videos in Panopto](#) for instructions.
5. After the captions are fixed and corrected, please go into Panopto, find your assignment folder located in your course folder, copy all the student videos that are captioned and ready. After copying them, you will need to move them into the Digital Stories folder in Panopto. See [How to Submit Student Videos for DST Film Fest](#) for instructions.